

CAMP GUERNSEY



TELEPHONE DIRECTORY

July 2004

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Emergency Phone Numbers

Emergency
Poison Control

911
1-800-955-9119

Other Important Phone Numbers

Postal Inspection Service
U.S. Secretary Service
WYHP
WYDOT
Road Conditions
Game & Fish
Sergeant of the Guard

303-295-5320
307-772-2380
1-800-442-9090
1-888-996-7623
1-888-WYO-ROAD
1-800-843-2352
307-772-5074

Guernsey Local Phone Numbers

State Patrol	1-800-442-9090
Torrington Post	307-532-4747
Police non-emergency	307-836-2111
Torrington Hospital	307-532-4181 / 4559
Guernsey Airport	307-836-2661

Guernsey Hotels

Bunk House	307-836-2356
Sage Brush	307-836-2331
Guernsey Hotel	307-836-2998
Fort Laramie	
Pioneer Hotel	307-837-3065

Torrington Hotels

Holiday Inn Express	307-532-7600
Western	307-532-2104
Kings Inn	307-532-4011
Maverick	307-532-4064
Oregon Trail Lodge	307-532-2101
Super 8	307-532-7118

Wheatland Hotels

Best Western	307-322-4070
Vimbo's	307-322-3842
Wyoming Motel	307-322-5383
Guernsey State Park	307-836-2942 / 2943

Camp Guernsey Phone Numbers

Name	Ext.	Room
Advisor	7730	BLDG-104
Air Operations	7810	BLDG-107
Air Ops Desk	3170	BLDG-107
AirOps Pilots	3020	
All Ranks Club	7728	BLDG-802
Allan,T.	7794	CMF
Allard,C.	7784	RTI
Allied Supervisor	3057	CMF
Arntt,R.	7700	CMF
ASP	7828	ASP
ASP Security Guard	7803	ASP
ATC Tower	7792	BLDG-107
Baltz,D.	7739	CMF
Barracks 501	3501	BLDG-501
Barracks 502	3502	BLDG-502
Barracks 503	3503	BLDG-503
Barracks 505	3505	BLDG-505
Billeting	7814	BLDG-601
Billiting-Fax	7815	BLDG-601
Bldg 10	7756	BLDG-010
Bldg 102	7732	BLDG-102
Bldg 103 Engineers	7715	BLDG-103
Bldg 106	7754	BLDG-106
Bldg 17 Storage	7787	BLDG-017
Bldg 18 Supply Rm.	7816	BLDG-018
Bldg 402	7752	BLDG-402
Bldg 409 Center	3132	BLDG-409C
Bldg 409 East Wing	3133	BLDG-409E
Bldg 409 West Wing	3131	BLDG-409W
Bldg 603	3603	BLDG-603
Bldg. 224	3224	BLDG-224
Bldg. 225	3225	BLDG-225
Blumberg,B.	7704	BLDG-601
BOQ 401	7757	BLDG-401
Bunker	3029	BUNKER
Call Accounting	7835	BLDG-318
Carrera,K.	7716	BLDG-601
Chamberlian,L.	7806	BLDG-601
Chapel	7225	BLDG-225
Chapel Office	7729	BLDG-225
Commo	7793	
Commo Fax	7766	BLDG-318
Communications Main	7736	BLDG-318
Conner,C.	7710	BLDG-013
Consolidated Mess	7749	BLDG-201
Consolidated Mess 2	7840	BLDG-201

Coutts,I.	7744	RTI
CQ Office	7831	BLDG-104
Crash Rescue	7717	BLDG-107
Cross/Messmer	7838	CMF
CSMS Allied Trades	3051	CMF
CSMS Break Room	3055	CMF
CSMS Conference	3054	CMF
CSMS Inspectors	7758	CMF
CSMS Mechanics	3052	CMF
CSMS Small Arms	3053	CMF
CSMS Tools & Parts	7789	CMF
CSMS-Fax	7830	CMF
CSMS-Modem	7759	CMF
Deputy Post Cmdr	7833	BLDG-101
Tng Site Cmd HQ	7742	BLDG-101
Dispensary 2	7779	RTI
Dispensary Main	7738	DISPENSARY
DLN 1	3022	RTI
DLN 2	3023	RTI
DLN Instructor	7741	RTI
Electronics Bay	7740	CMF
EOC MWR Line 1	3014	BLDG-501
EOC MWR Line 2	3015	BLDG-501
ERES Warehouse	3016	ERES-BLDG
Family Support Center	7722	BLDG-319
FMS 5 Fax/Modem	7848	CMF
FMS 5 Tools/Parts	7824	CMF
Franzen,T	7786	BLDG-015
Fritzler,R.	7746	RTI
Frog Bldg	7821	BLDG-016
Frost,B.	7721	RTI
GA BN CDR	7782	RTI
Generals Quarters	7761	BLDG-400
Gonzalaz,J.	7777	BLDG-605
GS BN	7606	RTI
GS BN CDR	7781	RTI
GS BN XO	7836	RTI
Guernsey EOC 1	7602	BLDG-501
Guernsey EOC 2	7603	BLDG-501
Guernsey EOC 3	7604	BLDG-501
Guernsey EOC Fax	7601	BLDG-501
Hanger	3017	Bldg 804
Hanger	3171	BLDG-804
Howell,P.	7769	CMF
Kelly,W.	7720	BLDG-601
Klein,R.	7701	CMF
Kurtz,E.	7799	BLDG-015
Logistics	7819	BLDG-601
McCoy,G.	7772	BLDG-015
McDuffie,M.	7795	BLDG-318

Mechanic line 2	3058	CMF
Mess Hall 211	3211	BLDG-211
Mess Hall 211	7211	BLDG-211
Mess Hall 212	3212	BLDG-212
Mess Hall 212	7212	BLDG-212
Mess Hall 213	3213	BLDG-213
Mess Hall 213	7213	BLDG-213
Mess Hall 214	3214	BLDG-214
Mess Hall 214	7214	BLDG-214
Mess Hall 215	3215	BLDG-215
Mess Hall 215	7215	BLDG-215
Mess Hall 216	3216	BLDG-216
Mess Hall 216	7216	BLDG-216
Mess Hall 217	3217	BLDG-217
Mess Hall 217	7217	BLDG-217
Mess Hall 218	3218	BLDG-218
Mess Hall 218	7218	BLDG-218
Mess Hall 219	3219	BLDG-219
Mess Hall 219	7219	BLDG-219
Mess Hall 220	3220	BLDG-220
Mess Hall 220	7220	BLDG-220
Mess Hall 221	3221	BLDG-221
Mess Hall 221	7221	BLDG-221
Mess Hall 222	3222	BLDG-222
Mess Hall 222	7222	BLDG-222
Mess Hall 223	3223	BLDG-223
Mess Hall 223	7223	BLDG-223
Message Center	7724	BLDG-101
Moore,C.	7788	CMF
Moss,D.	7718	BLDG-015
Moss,V.	7703	Bldg-015
Motley,R.	7745	RTI
Mount,S.	7702	BLDG-015
MRFR Tower	7747	SOUTHRANGE
Munier,C.	7605	Bldg-15
North Guard Shack	7723	GUARD BLDG
OMS 5	3056	CMF
Operations OIC	7713	BLDG-107
Operations-Fax	7735	BLDG-107
OPS West Office Fax	7844	BLDG-107
Paustian,N.	7708	BLDG-015
Persson,K.	7842	RTI
Peterson,P.	7823	Bldg 107
Post Exchange	7778	BLDG-801
Range Control	7780	RANGE CTL
Range Control Vacant	7768	RANGE CTL
Range Operations	7843	BLDG-107
Range Ops	7829	BLDG-107
Reifenrath-Allied Trades	7790	CMF
RTI 1SG	7811	RTI

RTI Admin	7748	RTI
RTI Commandant	7764	RTI
RTI Family Support Office	7731	RTI
RTI GS BN	7711	RTI
RTI SGM	7776	RTI
RTI Vacant	7847	RTI
RTI-Fax	7743	RTI
RTI-Test Control	7762	RTI
Rutar/Sargent	7734	BLDG-013
SAARS1	7808	BLDG-013
Security Guard	7796	BLDG-015
Senteney,S.	7813	
Shockley,C.	7805	BLDG-107
SIM Bldg	3174	SIM BLDG
Sim Bldg	7820	SIM-BLDG
SIM Class Room	7624	
Smith,J.	7804	CMF
Sorrell,J.	7817	BLDG-605
Space Cmd Bldg 1	7770	SPACE CMD
Space Cmd Bldg 2	7771	SPACE CMD
Speiker,J.	7714	
Spungin,M.	7818	BLDG-018
Sulmiesters,C.	7719	BLDG-015
Swihart,M.	7825	
TISA Fax/Modem	7755	BLDG-605
Tng Site Cmd CO	7727	BLDG-101
Tng Site Cmd FAX	7760	BLDG-101
Tng Site-Maint/Disp	3019	BLDG-102
Trailer 110	7812	T110
Training Site Command	7725	BLDG-101
Training Site Command Cdr	7797	BLDG-101
Training Site XO	7726	BLDG-101
Training Site-Fax	7751	BLDG-015
USPFO SASS4	7773	BLDG-013
UTES	3050	CMF
UTES	7706	CMF
UTES-Fax/Modem	7798	CMF
W. Fuel Point	7737	W Fuel PT
Walford,J.	7705	CMF
Wambach,D.	7765	CMF
Warehouse Main	7709	BLDG_013
Warehouse-Fax	7774	BLDG-013
Warehouse-Modem	7827	BLDG-013
Warm Springs	7822	WRMSPRING
Wright,J.	7807	BLDG 107
Zynda,B.	7775	BLDG-015

Dialing Instructions

Dialing a 772-5XXX or 6XXX as well as 307-836-7XXX number from anywhere another 772-5XXX, 6XXX or 307-836-7XXX number is accessible:

Dial the last four digits of the phone number. This is always the least expensive method of placing calls and should be utilized for all calling between these locations: *Casper, Sheridan, Torrington, Laramie, Guernsey and Cheyenne STARC & AASF*. The Air Guard has the 6XXX block of 307-772-

Dialing a local Cheyenne number from locations that have 772-5XXX numbers:

Dial 9, then the 7-digit number. This is only for local calls and long distance cannot be dialed from this access method.

Dialing a local Guernsey number from locations that have 836-7XXX numbers:

Dial 9, then the 7-digit number. This is only for local calls and long distance cannot be dialed from this access method.

Dialing a long distant number:

Dial 9, then 1, area code and number

To call Air Guard from Army Guard or vice-a-versa:

Dial 9, 772-6XXX

9, 1-307-772 -6XXX

Air – 6XXX

Army – 5XXX

DSN – 388

Calling OUT on DSN CONUS:

Dial 8-94

Calling OUT on DSN OCONUS:

Dial 8-94 + Country Code + seven digit number.

Country Codes are as follows:

314 Europe

315 Pacific

316 Canada

317 Alaska

318 Central

Calling IN on DSN:

Dial 388

Feature access codes

Outside calls:	Dial 9
Outside long distance:	Dial 9-1
CONUS DSN calls:	Dial 8-94
Over Seas DSN:	Dial 8-96
Call pickup:	*77
Call forward:	Activate: *07 Deactivate: *08
Call forward to voice mail: (AKA send all calls)	Activate *88 Deactivate: *99
Call park:	*22
Call park pickup:	*23
(AKA answer back access) Last number dialed:	*18
(AKA redial) Transfer to Audix:	*35
Abbreviated dialing list1:	*01
Abbreviated dialing list2:	*02
Abbreviated dialing list3	*03

911: Can be dialed 911 or 9-911

Voice Mail Directions

1. Dial into Audix (voice mail) by dialing 5060. This number can be also be reached by calling 1-800-832-1959 and going to extension 5060, or a local call to 307-772-5060.
2. Once into Audix, enter your extension followed by the # key. If you are calling from your extension you can just enter the # key (either will work, just the # key or your extension and #).
3. After entering your extension and the # key, you will be prompted to enter your password. I will email out your passwords as I complete your voice mailboxes, per your job order requests' for them. Enter your password followed by the # key.

Once into your account you will be prompted to set up your account. The directions are fairly self explanatory.

Area Codes in Alphabetical Order

NPA	Location				
205	Alabama	909	California	309	Illinois
251	Alabama	916	California	312	Illinois
256	Alabama	925	California	618	Illinois
334	Alabama	949	California	630	Illinois
907	Alaska	345	Cayman Islands	708	Illinois
403	Alberta	670	CNMI	773	Illinois
780	Alberta	303	Colorado	815	Illinois
264	Anguilla	719	Colorado	847	Illinois
268	Antigua & Barbuda	720	Colorado	219	Indiana
480	Arizona	970	Colorado	260	Indiana
520	Arizona	203	Connecticut	317	Indiana
602	Arizona	860	Connecticut	574	Indiana
623	Arizona	302	Delaware	765	Indiana
928	Arizona	202	District of Columbi	812	Indiana
479	Arkansas	809	Dominican	319	Iowa
501	Arkansas	767	Dominica	515	Iowa
870	Arkansas	239	Florida	563	Iowa
242	Bahamas	305	Florida	641	Iowa
246	Barbados	321	Florida	712	Iowa
441	Bermuda	352	Florida	876	Jamaica
250	British Columbia	386	Florida	316	Kansas
604	British Columbia	407	Florida	620	Kansas
778	British Columbia	561	Florida	785	Kansas
284	British Virgin Is.	727	Florida	913	Kansas
209	California	754	Florida	270	Kentucky
213	California	772	Florida	502	Kentucky
310	California	786	Florida	606	Kentucky
323	California	813	Florida	859	Kentucky
408	California	850	Florida	225	Louisiana
415	California	863	Florida	318	Louisiana
510	California	904	Florida	337	Louisiana
530	California	941	Florida	504	Louisiana
559	California	954	Florida	985	Louisiana
562	California	229	Georgia	207	Maine
619	California	404	Georgia	204	Manitoba
626	California	478	Georgia	240	Maryland
650	California	678	Georgia	301	Maryland
661	California	706	Georgia	410	Maryland
707	California	770	Georgia	443	Maryland
714	California	912	Georgia	339	Massachusetts
760	California	473	Grenada	351	Massachusetts
805	California	671	Guam	413	Massachusetts
818	California	808	Hawaii	508	Massachusetts
		208	Idaho	617	Massachusetts

831	California	217	Illinois	774	Massachusetts
858	California	224	Illinois	781	Massachusetts
857	Massachusetts	315	New York	412	Pennsylvania
978	Massachusetts	347	New York	484	Pennsylvania
231	Michigan	516	New York	570	Pennsylvania
248	Michigan	518	New York	610	Pennsylvania
269	Michigan	585	New York	717	Pennsylvania
313	Michigan	607	New York	724	Pennsylvania
517	Michigan	631	New York	814	Pennsylvania
586	Michigan	646	New York	878	Pennsylvania
616	Michigan	716	New York	787	Puerto Rico
734	Michigan	718	New York	939	Puerto Rico
810	Michigan	845	New York	418	Quebec
906	Michigan	914	New York	450	Quebec
947	Michigan	917	New York	514	Quebec
989	Michigan	709	Newfoundland	819	Quebec
218	Minnesota	252	North Carolina	401	Rhode Island
320	Minnesota	336	North Carolina	306	Saskatchewan
507	Minnesota	704	North Carolina	803	South Carolina
612	Minnesota	828	North Carolina	843	South Carolina
651	Minnesota	910	North Carolina	864	South Carolina
763	Minnesota	919	North Carolina	605	South Dakota
952	Minnesota	980	North Carolina	869	St. Kitts & Nevis
228	Mississippi	701	North Dakota	758	St. Lucia
601	Mississippi	902	Nova Scotia	784	St. Vincent & Gren.
662	Mississippi	216	Ohio	423	Tennessee
314	Missouri	234	Ohio	615	Tennessee
417	Missouri	330	Ohio	731	Tennessee
573	Missouri	419	Ohio	865	Tennessee
636	Missouri	440	Ohio	901	Tennessee
660	Missouri	513	Ohio	931	Tennessee
816	Missouri	567	Ohio	210	Texas
406	Montana	614	Ohio	214	Texas
664	Montserrat	740	Ohio	254	Texas
308	Nebraska	937	Ohio	281	Texas
402	Nebraska	405	Oklahoma	361	Texas
702	Nevada	580	Oklahoma	409	Texas
775	Nevada	918	Oklahoma	469	Texas
506	New Brunswick	289	Ontario	512	Texas
603	New Hampshire	416	Ontario	682	Texas
201	New Jersey	519	Ontario	713	Texas
551	New Jersey	613	Ontario	806	Texas
609	New Jersey	647	Ontario	817	Texas
732	New Jersey	705	Ontario	830	Texas
848	New Jersey	807	Ontario	832	Texas
856	New Jersey	905	Ontario	903	Texas
862	New Jersey	503	Oregon	915	Texas
908	New Jersey	541	Oregon	936	Texas
973	New Jersey	971	Oregon	940	Texas

505	New Mexico	215	Pennsylvania	956	Texas
212	New York	267	Pennsylvania	972	Texas
979	Texas	571	Virginia	262	Wisconsin
868	Trinidad and Tobago	703	Virginia	414	Wisconsin
649	Turks & Caicos Island	757	Virginia	608	Wisconsin
340	US Virgin Islands	804	Virginia	715	Wisconsin
435	Utah	206	Washington	920	Wisconsin
801	Utah	253	Washington	307	Wyoming
802	Vermont	360	Washington	867	Yukon, NW Terr
276	Virginia	425	Washington	.	
434	Virginia	509	Washington		
540	Virginia	304	West Virginia		

Area Codes in Numerical Order

NPA Location					
201	New Jersey	289	Ontario	413	Massachusetts
202	District of Columbia	301	Maryland	414	Wisconsin
203	Connecticut	302	Delaware	415	California
204	Manitoba	303	Colorado	416	Ontario
205	Alabama	304	West Virginia	417	Missouri
206	Washington	305	Florida	418	Quebec
207	Maine	306	Saskatchewan	419	Ohio
208	Idaho	307	Wyoming	423	Tennessee
209	California	308	Nebraska	425	Washington
210	Texas	309	Illinois	434	Virginia
212	New York	310	California	435	Utah
213	California	312	Illinois	440	Ohio
214	Texas	313	Michigan	441	Bermuda
215	Pennsylvania	314	Missouri	443	Maryland
216	Ohio	315	New York	450	Quebec
217	Illinois	316	Kansas	469	Texas
218	Minnesota	317	Indiana	473	Grenada
219	Indiana	318	Louisiana	478	Georgia
224	Illinois	319	Iowa	479	Arkansas
225	Louisiana	320	Minnesota	480	Arizona
228	Mississippi	321	Florida	484	Pennsylvania
229	Georgia	323	California	501	Arkansas
231	Michigan	330	Ohio	502	Kentucky
234	Ohio	334	Alabama	503	Oregon
239	Florida	336	North Carolina	504	Louisiana
240	Maryland	337	Louisiana	505	New Mexico
242	Bahamas	339	Massachusetts	506	New Brunswick
246	Barbados	340	US Virgin Islands	507	Minnesota
248	Michigan	345	Cayman Islands	508	Massachusetts
250	British Columbia	347	New York	509	Washington
251	Alabama	351	Massachusetts	510	California
252	North Carolina	352	Florida	512	Texas
253	Washington	360	Washington	513	Ohio
254	Texas	361	Texas	514	Quebec
256	Alabama	386	Florida	515	Iowa
260	Indiana	401	Rhode Island	516	New York
262	Wisconsin	402	Nebraska	517	Michigan
264	Anguilla	403	Alberta	518	New York
267	Pennsylvania	404	Georgia	519	Ontario
268	Antigua and Barbuda	405	Oklahoma	520	Arizona
269	Michigan	406	Montana	530	California
270	Kentucky	407	Florida	540	Virginia
		408	California	541	Oregon

276	Virginia	409	Texas	551	New Jersey
281	Texas	410	Maryland	559	California
284	British Virgin Is.	412	Pennsylvania	561	Florida
562	California	702	Nevada	808	Hawaii
563	Iowa	703	Virginia	809	Dominican Republic
567	Ohio	704	North Carolina	810	Michigan
570	Pennsylvania	705	Ontario	812	Indiana
571	Virginia	706	Georgia	813	Florida
573	Missouri	707	California	814	Pennsylvania
574	Indiana	708	Illinois	815	Illinois
580	Oklahoma	709	Newfoundland	816	Missouri
585	New York	712	Iowa	817	Texas
586	Michigan	713	Texas	818	California
601	Mississippi	714	California	819	Quebec
602	Arizona	715	Wisconsin	828	North Carolina
603	New Hampshire	716	New York	830	Texas
604	British Columbia	717	Pennsylvania	831	California
605	South Dakota	718	New York	832	Texas
606	Kentucky	719	Colorado	843	South Carolina
607	New York	720	Colorado	845	New York
608	Wisconsin	724	Pennsylvania	847	Illinois
609	New Jersey	727	Florida	848	New Jersey
610	Pennsylvania	731	Tennessee	850	Florida
612	Minnesota	732	New Jersey	856	New Jersey
613	Ontario	734	Michigan	857	Massachusetts
614	Ohio	740	Ohio	858	California
615	Tennessee	754	Florida	859	Kentucky
616	Michigan	757	Virginia	860	Connecticut
617	Massachusetts	758	St. Lucia	862	New Jersey
618	Illinois	760	California	863	Florida
619	California	763	Minnesota	864	South Carolina
620	Kansas	765	Indiana	865	Tennessee
623	Arizona	767	Dominica	867	Yukon, NW Terr.
626	California	770	Georgia	868	Trinidad and Tobago
630	Illinois	772	Florida	869	St. Kitts & Nevis
631	New York	773	Illinois	870	Arkansas
636	Missouri	774	Massachusetts	876	Jamaica
641	Iowa	775	Nevada	878	Pennsylvania
646	New York	778	British Columbia	901	Tennessee
647	Ontario	780	Alberta	902	Nova Scotia
649	Turks & Caicos Island	781	Massachusetts	903	Texas
650	California	784	St. Vincent & Gren.	904	Florida
651	Minnesota	785	Kansas	905	Ontario
660	Missouri	786	Florida	906	Michigan
661	California	787	Puerto Rico	907	Alaska
662	Mississippi	801	Utah	908	New Jersey
664	Montserrat	802	Vermont	909	California
670	CNMI	803	South Carolina	910	North Carolina
671	Guam	804	Virginia	912	Georgia

678 Georgia
682 Texas
701 North Dakota

805 California
806 Texas
807 Ontario

913 Kansas
914 New York
915 Texas

916 California
917 New York
918 Oklahoma
919 North Carolina
920 Wisconsin
925 California
928 Arizona
931 Tennessee
936 Texas
937 Ohio

939 Puerto Rico
940 Texas
941 Florida
947 Michigan
949 California
952 Minnesota
954 Florida
956 Texas
970 Colorado
971 Oregon

972 Texas
973 New Jersey
978 Massachusetts
979 Texas
980 North Carolina
985 Louisiana
989 Michigan

Prefix/Exchange List Area Code - 307

For the State of Wyoming

234 Casper	375 Worland	637 Cheyenne
235 Casper	378 McKinnon	638 Cheyenne
237 Casper	378 Rock River	639 Cheyenne
242 Lake	382 Rock Springs	645 Clark
245 Pine Bluff	383 Rock Springs	649 Carpenter
246 Albin	383 Baggs	654 Alpine
261 Casper	383 Dixon	654 Freedom
262 Casper	386 Savery	655 Dayton
265 Casper	422 Labarge 432 Chugwater	663 Edgemont
266 Casper	436 Cheyenne	664 Frannie/Deaver
267 Casper	437 Glenrock	672 Sheridan
268 Casper	455 Midwest	674 Sheridan
272 Cody	457 Dubois	682 Gillette
273 Farson/Eden	464 Gas Hills 464 Wright	683 Story
276 Big Piney	465 Osage	684 Buffalo
276 Marbleton	467 Hulett	686 Gillette
279 Cokeville	468 Upton	687 Gillette 721 Laramie
281 Sundance	469 Hyattville	727 Kemmerer
283 Sundance	472 Casper	730 Jackson
322 Wheatland	473 Casper	733 Jackson
324 Rawlins	484 Lovell	734 Jackson
325 Hanna	486 Crowheart	735 Glendo
326 Saratoga	527 Cody	736 Arvada
327 Encampment	532 Torrington	775 Cheyenne
328 Rawlins	537 Boulder	777 Cheyenne
330 Lander	543 Moran	778 Cheyenne
332 Lander	544 Jeffrey City	782 Mountain View
334 Lusk	545 Old Faithful	783 Evanston
341 Wyola	547 Burns	786 Lyman
344 Mammoth	548 Lovell	786 Mountain View
347 Worland	568 Basin	787 Lyman
348 Elk Mountain	577 Casper	788 West Lyman
350 Rock Springs	578 Cody	789 Evanston
352 Rock Springs	587 Cody	799 Evanston
353 Alta	630 Cheyenne	828 Kemmerer
356 Shirley Basin	631 Cheyenne	834 La Grange
358 Douglas	632 Cheyenne	836 Lingle
359 Douglas	633 Cheyenne	837 Riverton
362 Rock Springs	634 Cheyenne	850 Riverton

366 Ten Sleep
367 Pinedale

635 Cheyenne
636 Cheyenne

856 Riverton
857 Daniel

859 Thermopolis
864 SE Sheridan
737 Kaycee
738 Jackson
739 Jackson
740 Laramie
742 Laramie
745 New Castle
746 Decker
750 Sheridan
751 Sheridan
752 Powell
753 Powell
754 Laramie

755 Moorcroft
756 Clearmont
758 Laramie
760 Burlington
762 Frannie/Deaver
764 Greybull
765 Laramie
766 Laramie
771 Cheyenne
772 Cheyenne
773 Cheyenne
867 Hamilton Dome
868 Meeteese
870 Green River

872 Green River
875 Green River
876 Shoshoni
877 Kemmerer
878 Alzada
883 Alpine
883 Freedom
884 Afton
886 Afton
939 Wright
995 Casper
996 Cheyenne

Alabama

George C. Wallace Armory
1750 Dickinson Dr.
Montgomery, AL 36109-0711

Alaska

Bldg. 49000 Camp Denali
National Guard Armory
Ft. Richardson, AK 99505

Arizona

5636 East McDowell Rd.
Bldg. 101
Phoenix, AZ 85008-3495

Arkansas

Bldg. 5301
Camp J.T. Robinson
North Little Rock, AR
72118-2200

Arkansas (PEC)

Trenton Hall Bldg. 1403
Camp J.T. Robinson
North Little Rock, AR
72215

California

9800 Goethe Rd
Sacramento, CA 95826

Colorado

6848 South Revere Pkwy.
Suite 25 Linson Drive
Englewood, CO
80112-6704

Connecticut

360 Broad St.
Hartford, CT 06105-3795

Delaware

First Regiment Rd.
Wilmington, ED
19808-2191

District of Columbia

2001 East Capitol St., SE
Washington, DC 20003

Florida

St. Francis Barracks
P.O. Box 1008
St. Augustine, FL
32085-1008

Georgia

Oglethorpe Armory
5109 Georgia Hwy. 42
Ellenwood, GA 30294

Hawaii

3949 Diamond Head Rd.
Bldg. 306
Honolulu, HI
96816-4495

Idaho

Bldg. 600 (Attn: SCSIM)
4040 W. Guard St.
Boise ID 83705

Indiana

Military Department of
Indiana
2002 South Holt Rd.
Bldg. 16
Indianapolis, IN 46241

Iowa

7700 NW Beaver Dr.
Johnston, IA 50131-1902

Kansas

2800 South Topeka Blvd.
Topeka, KS 66611-1287

Kentucky

Boone National Guard
Center
Bldg. 112, KG-DOIM
100 Minuteman Pkwy.
Frankfort, KY 40601

Louisiana

Attn: Lang-DOIM
Bldg. 35, Rm. 369
Jackson Barracks
New Orleans, LA
70146-0300

Maine

Military Bureau
Camp Keys, Bldg. 7
Augusta, ME 04333

Maryland

5th Regiment Army
29th Division St.
Baltimore, ME 21201

Michigan

Headquarters, STARC,
Michigan Guard
2500 South Washington
Ave.
Lansing, MI 48910

Minnesota

20 West 12th Street
Veterans Service Building
St. Paul, MN 55155-2098

Mississippi

1410 Riverside Dr.
Jackson, MS 39216

Missouri

2302 Militia Dr.
Jefferson City, MO
65101-1203

Montana

Montana National Guard
Armory
1100 North Main
Helena, MT 59604-4789

Nebraska

1237 Military Rd.
Lincoln, NE 68508-1092

Nevada

2601 South Carson St.
Carson City, NV 89701-
2601

New Hampshire

State Military Reservation
Bldg. B
Concord, NH 03301-5353

New Jersey

101 Eggert Crossing Rd.,
CN340
Lawrenceville, NJ 08648-
2805

New Mexico

Department of Military
Affairs
P.O. Box 4277
Santa Fe, NM 87505-4277

New York

330 Old Niskayuna Rd.
Latham, NY 12110-2224

North Carolina

4105 Reedy Creek Rd.
Raleigh, NC 27607-6401

North Dakota

Raymond J. Bohn Armory
4200 East Divide Ave.
Bismarck, ND 58501

Ohio

2825 W. Dublin Granville
Rd.
Columbus, OH 43235-2789

Oklahoma

3501 Military Circle, Bldg.
3501
Oklahoma City, OK
73111-4398

Oregon

1776 Militia Way
P.O. Box 14350
Salem, OR 97309-5047

Pennsylvania

Bldg. S-O-47
Fort Indiantown Gap
Annville, PA 17003-5002

Puerto Rico

P.O. Box 3786
San Juan, PR 00902-3789

Rhode Island

Armory of Mounted
Commanders
1051 N. Main St.
Providence, RI 02904

South Carolina

1 National Guard Rd.
Columbia, SC 29201-4766

South Dakota

Duke Corning Armory
2823 West Main Street
Rapid City, SD 57702-8186

Tennessee

Military Department of
Tennessee
Houston Barrack
3041 SIDCO Dr.
Nashville, TN 37204-150

Texas

P.O. Box 5218
Attn: AGTX-IM
Austin, TX 78763-5218

Utah

12953 Minuteman Dr.
Draper, UT 84020-1776

Vermont

Green Mountain Armory
Camp Johnson
Colchester, VT 05446

Virgin Islands

Rural Rout 2, Boxes 9925
Mannings Bay, Kingshill
St. Croix, VI
00851-9764

Virginia

600 East Broad St.
Richmond, VA 23219-1832

Washington

Washington National Guard
Camp Murray, Attn: DOIM
Tacoma, WA 98430-5100

West Virginia

1703 Coonskin Dr.
Charleston, WV 25311

Wisconsin

State of Wisconsin
Department of Military
Affairs,
ATTN: WIAR-IM
2400 Wright Street
P.O. Box 8111
Madison, WI 53708-8111

Wyoming

Cheyenne Army Annex
5500 Bishop Blvd.
Cheyenne, WY 8200

Fax Numbers

AASF	772-5990
FMO	772-5221
FISCAL ACCOUNTING	772-5093
HEALTH OFFICE	772-5963
HRO	772-5012
IG	772-5918
PAO	772-5132
Cp Guernsey Ops Fax	836-7735
Cp Guernsey EOC	836-7642
RRM	772-5904
RECRUITING NCOIC	674-7224
PRODUCTION RECRUITERS	
AFTON	885-3293
CASPER	266-2615
CHEYENNE	772-5904
CODY	527-7305
GILLETTE	685-3306
LANDER	332-6849
LARAMIE	745-5828
LOVELL	548-2569
POWELL	754-9748
RAWLINS	328-2190
RIVERTON	856-6026
ROCK SPRINGS	362-8808
SHERIDAN	674-7224
TORRINGTON	532-3606 OR 5868
WORLAND	347-4568
SIDPERS	772-5330
MILITARY SUPPORT	772-5937
DCSOPS	772-5079
JAG	772-5918
SMM	772-5052
USPFO	772-5910
IMO	772-5910
MAILROOM	772-5002
AUTOMATION (RAPER)	772-5221
WAREHOUSE	836-7774 GUERNSEY
WEMA (BISHOP)	635-6017
WEMA (PERSHING)	638-7670
CSMS (SHOP)	836-7830
OMS #1	548-2438 LOVELL
OMS #2	742-7298 LARAMIE
OMS #3	789-0380 EVANSTON

TRAINING SITE
ERES (SUPPLY)
PLANS, TRNG & MOBIL
CSMS (COMMERCIAL)
DET 2, HQ STARC
94TH TROOP COMMAND
133RD ENGINEER
DET 1, 133RD ENG
960TH MAINT
67th ARMY BAND
1022ND MED DET
1041ST ENGINEER
DET 1, 1041ST ENG
DET 2, 1041ST ENG
RTI
115TH BDE
HQ, 2-300TH BN
BTRY A, 2-300TH
DET 1, BTRY A, 2-300TH
BTRY B, 2-300TH
DET 1, BTRY B, 2-300TH
DET 2, BTRY B, 2-300TH
BTRY C, 2-300TH
DET 1, BTRY C, 2-300TH

836-7751 GUERNSEY
836-7751 GUERNSEY
836-7735 GUERNSEY
836-7215 GUERNSEY
836-7826 GUERNSEY
772-5320 LARAMIE
772-5314 LARAMIE
328-2190 RAWLINS
532-8400 OR 5860 TORRINGTON
322-2756 WHEATLAND
772-5221 CHEYENNE
362-8808 ROCK SPRINGS
885-3293 AFTON
789-2797 EVANSTON
836-6743 GUERNSEY
772-5221 CHEYENNE
772-5897 SHERIDAN
685-3306 GILLETTE
358-9065 DOUGLAS
266-2615 CASPER
856-6026 RIVERTON
332-6849 LANDER
347-4568 WORLAND
527-7305 CODY

Cellular Telephone Policy

15 January, 2002

AGWY-COS/USPFO
MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Wyoming Army National Guard Cellular Telephone Guidance (DRAFT)

PURPOSE: This memorandum prescribes policy, assigns responsibilities, and provides procedures for the effective management and use of cellular telephones within the Wyoming Army National Guard. Attachments to this policy provide specific information and guidance regarding the issue and use of official cellular telephones.

APPLICABILITY: This policy applies to all Wyoming Army National Guard employees that are provided cellular phone service with government funds. This includes technicians, AGR, civilian employees and traditional soldiers.

REFERENCES:

- a. AR 25-1, Army Information Management, 15 February 2000, Section 6.3.aa, para 1 & 2, Other Telecommunications Devices.
 - b. DoD 5500.7-R Joint Ethics Regulation, August 1993, Chapter 2 Standards of Ethical Conduct, Section 1. Para 2-301 Use of Federal Government Resources.
1. All cellular phone requests require full justification, and each request will be submitted through the IMO, by filling out Attachment 2 of this memorandum (Telecommunications Service Justification). USPFO and DOIM are the approving authorities and will determine the funding source. If approved, the request will be forwarded to IMO for completion of action.
 2. Each person authorized a cellular phone will personally sign for their phone on a DA Form 2062. Hand receipts are maintained by the State Property Book Office (PBO), and the DOIM property book officer, hand receipts should be updated annually.
 3. Attachment 1 of this guidance (Cellular Telephone Memorandum of Instruction) provides more specific direction and guidelines for cellular telephone issuance and usage. In addition, the MOI outlines all aspects for requesting, using, and accounting for official cellular telephones.
 4. The Telecommunication Manager determines the source for cell phones and standardization of calling plans. The Telecommunications Manager regularly reviews services features and calling plans to ensure cellular use remains as efficient as possible.
 5. Attachment 2 (Telecommunications Service Justification Questionnaire) is completed for each request for cellular service and approved by the USPFO/DOIM.

6. Attachment 3 of this memorandum (Telecommunications Policies and Restrictions Acknowledgement) will be signed documenting that the hand receipt holder has read and understands the calling plan features and proper use of the cellular telephone.
7. A Memorandum of Understanding (Attachment 1) is attached to provide more specific information and to ensure user's compliance with this cellular telephone guidance.
8. The IMO will provide usage reports (by exception) to the USPFO and DOIM. In addition, the IMO will provide recommendations to the USPFO and DOIM with regard to policy violations, contract adjustments and terminations.
9. This guidance was reviewed/concurred with the JAG and USPFO.
10. Please refer to the MOI (attachment 1) paragraph 11, regarding transmission of classified or sensitive traffic over cellular telephones.
11. The POC for questions is the IMO (307) 772-5000. Technical responsibility is assigned to the Telecommunications Manager (307) 772-5001.

For the Adjutant General:

Francis M. Henrich
Colonel, NGB
USPFO for Wyoming

Timothy L. Sheppard
Colonel, GS, WYARNG
Chief of Staff

Attachment 1 Memorandum of Instruction
Attachment 2 Telecommunication Service Justification Questionnaire
Attachment 3 Acknowledgement of Telecommunications Policies and Restrictions

DISTRIBUTION "A"

Attachment 1 (WYARNG Cellular Telephone Guidance)

AGWY-COS

15 January, 2002

MEMORANDUM FOR All ARNG Personnel

SUBJECT: Cellular Telephone Memorandum of Instruction (MOI)

1. The purpose of this memorandum is to provide direction, establish guidelines, determine responsibilities and define requirements for the use and accountability of cellular telephones. This MOI is issued as an attachment to the to the WY-ARNG Cellular Telephone Guidance dated 15 January, 2002.
2. Cellular telephones are provided on a restrictive basis to individuals whose duties require timely mission responsiveness and not for convenience of performing assigned duties.
3. The Chief of Staff and USPFO-WY are the validation and approval authority for the respective directorates for the determination of a bona-fide cellular need. The DOIM, in coordination with the approving authority, selects the appropriate vendor and service plan for each phone. The service plan is reviewed on a periodic basis to ensure the appropriate plan is in effect.
4. Cellular telephones are provided for official government use. Service plans are tailored to the individual's official government requirement and not to accommodate personal use. The individual hand-receipt holder for the cellular phone will reimburse the government for personal calls that cause the cellular bill to exceed its monthly use plan. Personal calls on government cell phones should be the exception, not the rule.
5. Accountability of cellular telephones will be maintained on the STARC property book. The STARC PBO will hand receipt to the command or user level.
6. Cellular telephone payments are processed by the DOIM. On a quarterly basis, Directors/OICs will validate official usage and individual charges. Personal calls, which cause the cellular telephone bill to exceed its monthly-allotted usage charge, will be billed to the cellular telephone user.
7. Cellular Telephones should not be used to conduct normal business, and when used calling duration should be kept at a minimum. The IMO will provide usage exception reports to the COS and USPFO with recommendations on contract adjustments, policy violations and terminations.
8. Funding of cell phones is a function of the Program Budget Advisory Council (BPAC).

9. Individuals authorized to use cell phones will acknowledge in writing, their responsibilities as defined by this MOI and the Telecommunications Service Duties and Restrictions Acknowledgement (Attachment 3).
10. Cellular telephones are issued by position and will not become individual property. Billing and accounting is managed by functional directorate areas. If a person leaves a position, i.e. Training Officer, the cellular telephone and number remains within that directorate.
11. Cellular telephones are not authorized for transmission of classified or sensitive information. Any classified or sensitive traffic will be transmitted using a Secure Telephone Unit. Most Federal Government communications systems are not secure. DOD employees will not transmit classified information over any communication system unless transmitted using approved security procedures and practices (e.g. encryption, secure networks, and secure workstations). In addition, DOD employees shall not release access information, such as passwords, to anyone unless specifically authorized to do so by the Agency Designee. (Extract from DOD 5500.7-R Joint Ethics Regulation. Also available on IMO public folders).
12. The Telecommunication Manager (IMO) will determine the cellular service provider and the calling plans to be used. The Telecommunication Manager reviews service plan costs semi-annually, to ensure services features and calling plans remain as efficient and economical as possible.
13. The POC for questions is the IMO office (307) 772-5000. Technical responsibility is assigned to the Telecommunications Manager (307) 772-5001.

Attachment 2 (WYARNG Cellular Telephone Guidance)**Telecommunications Service Justification Questionnaire**

1. Do mission/duty requirements warrant/substantiate purchase/issue of a new telecommunication resource/device?
2. Does the requestor's/user's office support operational requirements such as unit activation, command post or other field unit support functions that require immediate 24-hour access?
3. How is approval or disapproval going to impact the requestor's/user's duties/mission?
4. Does the requestor/user currently have a pager or other telecommunication device?
5. Does the requestor/user or directorate currently have a calling card?
6. Will a pager or calling card support the mission or provide the required capability?
7. Will the requestor/user be placing calls outside of the local calling area?
8. Where does the requestor/user plan/expect to use the telecommunications device?
9. When and how often does the requestor/user plan to use the device?
(Minutes/month?)
10. Does the requestor/user plan to transmit or receive encrypted, classified or sensitive unclassified information with the telecommunication device?

Requestor: _____

Supervisor: _____

Chief of Staff: _____

Approved: _____

Disapproved: _____

Funding Source: _____

Comments:

Attachment 3 (WYARNG Cellular Telephone Guidance)

Acknowledgment of Telecommunications Service Duties and Restrictions

“I, _____ (name), acknowledge receipt of cellular telephone (Serial Number (_____) on _____. I acknowledge that I am responsible for safeguarding this cellular telephone.

I agree to return the cellular telephone to the Information Management Office when I am transferred, separated from service or no longer require the device to perform my official duties.

I acknowledge that I may be held pecuniary liable or receive disciplinary action for unauthorized use or loss of the cellular telephone.

I have read the Wyoming ARNG Cellular Telephone Guidance and the Cellular Telephone Memorandum of Instruction (MOI), and understand their contents.

Cellular telephone guidance and MOI are available in the IMO public folder titled “Cellular Telephone Policy”. POC is the Telecommunication Manager on 307 772-5001

Cellular Telephone User:

_____ Signature _____ Date

IMO Representative:

_____ Signature _____ Date

Calling Card Policy

**STATE OF WYOMING
DEPARTMENT OF MILITARY AFFAIRS
Office of the Adjutant General
5500 BISHOP BLVD.
CHEYENNE, WYOMING
82009**

2 November, 2002

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Policy Number ____-Wyoming Army National Guard Calling Card Policy
(DRAFT)

1. **PURPOSE:** This instruction prescribes policy, assigns responsibilities, and provides procedures for the effective management and use of conference calls within the Wyoming Army National Guard. Attachments to this policy provide specific information and guidance regarding the issuance and use of official conference call information.

2. **APPLICABILITY:** This policy applies to all Wyoming Army National guard employees and soldiers that are provided calling card service funded through government funds. This includes technicians, AGR, civilian employees and traditional soldiers.

3. **REFERENCES:**

- c. AR 25-1, Army Information Management, 15 February 2000, Section 6.3
- d. DoD 5500.7-R Joint Ethics Regulation, August 1993, Chapter 2 Standards of Ethical Conduct, Section 1. Para 2-301 Use of Federal Government Resources.

4. To ensure that calling cards are used efficiently the WYARNG will comply with the following guidelines.

5. There are two different types of calling cards. Pre-paid and regular calling cards. DOIM will not issue or assume responsibility for the issuance of pre-paid calling cards. The DOIM will only assume responsibility for regular calling cards. Units and offices needing pre-paid calling cards are responsible for funding, purchasing and accounting for pre-paid calling cards.

6. As different units and offices request calling cards, DOIM will issue calling card information to personnel that request calling cards for official business. Calling cards will be set up through MCI and the FTS 2001 rates.

7. Each office and or unit will have a specific number of calling cards set up and assigned to them. A central POC will be established to contact DOIM for their cards. Once this

POC is established, they will sign for the calling cards and will assume responsibility for that information. This person will then become the POC for members of the unit or office for issuing of cards and the security of the cards. POC will contact Telecom Mgr. concerning issues with the cards

8. Telecommunication Manager (DOIM) will monitor billing and will look for signs of abuse. If any signs of abuse are detected Telecom Mgr. will notify responsible POC.

9. Attachment 3 of this memorandum will be signed (Telecommunications Policies and Restrictions Acknowledgement) documenting that the individual has read and understands the calling card features and proper use of the cards. A Memorandum of Instruction (Attachment 2), is provided ensure users operate with in the guidance of this policy.

10. As the program manager for telecommunications, DOIM will manage all calling card accounts.

11. POC for questions is the DOIM office (307) 772-5000. Technical responsibility is assigned to the Telecommunications Manager (307) 772-5001.

12. Calling card usage will be limited to official communications. Any classified or sensitive traffic will be transmitted using a Secure Telephone Unit.

The Adjutant General
Signature Block

Attachment 1

DoD 5500.7-R JOINT ETHICS REGULATION (Aug 1993)

CHAPTER 2 STANDARDS OF ETHICAL CONDUCT (3/25/96)

SECTION 1. OFFICE OF GOVERNMENT ETHICS REGULATION

PARA 2-301. USE OF FEDERAL GOVERNMENT RESOURCES

a. Communication Systems. See GSA regulation 41 C.F.R. Subpart 201-21.6 (reference (h)) on use of Federal Government telephone systems. ***Federal Government communication systems and equipment (including Government owned telephones, facsimile machines, electronic mail, internet systems, and commercial systems when use is paid for by the Federal Government) shall be for official use and authorized purposes only.***

(1) Official use includes emergency communications and communications that the DoD Component determines are necessary in the interest of the Federal Government. Official use may include, when approved by theater commanders in the interest of morale and welfare, communications by military members and other DoD employees who are deployed for extended periods away from home on official DoD business.

(2) Authorized purposes include brief communications made by DoD employees while they are traveling on Government business to notify family members of official transportation or schedule changes. They also include personal communications from the DoD employee's usual work place that are most reasonably made while at the work place (such as checking in with spouse or minor children; scheduling doctor and auto or home repair appointments; brief internet searches; e-mailing directions to visiting relatives) when the Agency Designee permits categories of communications, determining that such communications:

(a) Do not adversely affect the performance of official duties by the DoD employee or the DoD employee's organization;

(b) Are of reasonable duration and frequency, and whenever possible, made during the DoD employee's personal time such as after duty hours or lunch periods;

(c) Serve a legitimate public interest (such as keeping DoD employees at their desks rather than requiring the use of commercial systems; educating the DoD employee on the use of the communications system; improving the morale of DoD employees stationed for extended periods away from home; enhancing the professional skills of the DoD employee; job-searching in response to Federal Government downsizing);

(d) Do not put Federal Government communications systems to uses that would reflect adversely on DoD or the DoD Component (such as uses involving pornography; chain letters; unofficial advertising, soliciting or selling except on authorized bulletin boards established for such use; violations of statute or regulation; inappropriately handled classified information; and other uses that are incompatible with public service); and,

(e) Do not overburden the communication system (such as may be the case with broadcasts and group mailings), create no significant additional cost to DoD or the DoD Component, and in the case of long distance communications, charges are

1 Charged to the DoD employee's home telephone number or other non-Federal Government number (third number call);

2 Made to a toll-free number;

3 Reversed to the called party if a non-Federal Government number (collect call);

4 Charged to a personal telephone credit card; or

5 Otherwise reimbursed to DoD or the DoD Component in accordance with established collection procedures;

(3) In accordance with applicable laws and regulations, use of Federal Government communications systems may be monitored. See DoD Directives 4640.1 (reference (i)) and 4640.6 (reference (j)). DoD employees shall use Federal Government communications systems with the understanding that such use serves as consent to monitoring of any type of use, including incidental and personal uses, whether authorized or unauthorized. In addition, use of such systems is not anonymous. For example, for each use of the Internet over Federal Government systems, the name and computer address of the DoD employee user is recorded by the Government and also by the locations searched.

(4) Most Federal Government communications systems are not secure. DoD employees shall not transmit classified information over any communication system unless it is transmitted using approved security procedures and practices (e.g., encryption, secure networks, secure workstations). In addition, DoD employees shall not release access information, such as passwords, to anyone unless specifically authorized to do so by the Agency Designee. See DoD Directives 5200.28 (reference (k)) and C-5200.5 (reference (l)). DoD employees should exercise extreme care when transmitting any sensitive information, or other valued data. Information transmitted over an open network (such as through unsecure e-mail, the Internet, or telephone) may be accessible to anyone else on the network. Information transmitted through the Internet or by e-mail, for example, is accessible to anyone in the chain of delivery. Internet information and e-mail messages may be re-sent to others by anyone in the chain.

b. Other Federal Government Resources. Other than the use of Federal Government communications systems authorized in accordance with subsection 2-301.a. of this Regulation, above; the use of Federal Government resources as logistical support to non-Federal entity events in accordance with subsection 3-211 of this Regulation, below; and the use of Federal Government time authorized in accordance with subsection 3-300 of this Regulation, below; Federal Government resources, including personnel, equipment, and property, shall be used by DoD employees for official purposes only, except as follows:

(1) Agency Designees may permit their DoD employees to make limited personal use of Federal Government resources other than personnel, such as typewriters, calculators, libraries, and other similar resources and facilities, if the Agency Designee determines the following:

(a) The use does not adversely affect the performance of official duties by the DoD employee or the DoD employee's organization;

(b) The use is of reasonable duration and frequency, and made only during the DoD employee's personal time such after duty hours or lunch periods;

(c) The use serves a legitimate public interest (such as supporting local charities or volunteer services to the community; enhancing the professional skills of the DoD employee; job-searching in response to Federal Government downsizing);

(d) The use does not put Federal Government resources to uses that would reflect adversely on DoD or the DoD Component (such as involving commercial activities; unofficial advertising, soliciting or selling; violation of statute or regulation; and other uses that are incompatible with public service); and

(e) The use creates no significant additional cost to DoD or the DoD Component.

(2) The use of personnel for non-Federal purposes is regulated by subsections 3-211 and 3-305 of this Regulation, below

Attachment 2

MEMORANDUM FOR All ARNG Personnel

SUBJECT: Calling Card Memorandum of Instruction

1. The purpose of this memorandum is to provide direction, establish guidelines, determine responsibilities, define requirements and provide additional specific information for the requesting, use and accountability of conference calls. Wyoming Army National Guard Calling Card Service Policy Number ____ is the governing authority for Official Calling Card Telephone usage.
2. Calling Cards will be provided to each unit and official office of the Wyoming Army National Guard for the purpose to conduct official business. These cards are set up through MCI Worldcom under the FTS 2001 pricing.
3. The Chief of Staff WY ARNG shall be the approval and validation authority for the determination of a bona-fide calling card need. A state-wide service provider/providers shall be selected by the Director of Information Management (DOIM).
4. Calling cards are provided for official government use. Cards will be provided to the unit's/office's official government requirement and not to accommodate personal use. The individual hand-receipt holder for the calling card information will assume responsibility for this information.
5. Accountability of the distribution of the individual calling cards will be maintained by the telecommunications Manager.
6. Billing of all calling cards will be processed by the DOIM. The bill will be forwarded to the appropriate Senior Officer for certification of charges. Calling card records are subject to audit review at any time.
7. As the program manager for telecommunications, DOIM will manage all calling card accounts. Bills will be monitored and service may be terminated depending on funding availability. Funding of these accounts is a function of the Program Budget Advisory Council (PBAC).
8. DOIM will provide usage reports to the Chief of Staff, with recommendation on contract adjustments and terminations.
12. Conference call will be limited to official communications. Any classified or sensitive traffic will be transmitted using a Secure Telephone Unit.

13. Individuals determined to be the responsible POC for the designated unit's/office's will acknowledge, in writing, their responsibilities as defined by Wyoming Army National Guard Calling Card Service Policy utilizing the Telecommunications Policies and Restrictions Acknowledgement form.

14. Calling Cards should not be used to conduct normal business, and when used calling duration should be kept at a minimum.

15. Telecommunication Manager (DOIM) will determine source for calling cards and standardization of plans. Telecom Manager will do regular checks of changes with services features and plans to ensure use remains as efficient as possible.

16. POC for questions is the DOIM office (307) 772-5000. Technical responsibility is assigned to the Telecommunications Manager (307) 772-5001.

Attachment 3**Acknowledgment of Telecommunications Service Duties and Restrictions**

“I, _____ (name), acknowledge receipt of (phone, calling card, cellular phone, pager, or other telecommunications device (i.e., _____) on _____ (date). I acknowledge my responsibility for safeguarding all telecommunication resources, equipment, and devices from loss, fraudulent use or unofficial use. I also acknowledge my understanding that any failure on my part to take reasonable steps to accomplish the above duties may result in disciplinary action and personal financial/pecuniary liability stemming from unauthorized use of telecommunications services or loss of issued equipment.

I also acknowledge that the use of any issued phone, calling card, cellular phone, pager, or other telecommunication device must be limited to authorized government business only IAW DoD 5500.7R para 2-301. I agree to return the telecommunication resource/device to the JP1 TCO when I am transferred, separated from service or no longer require the device to perform my official duties.

I have read the Telecommunications Service/Equipment Policy and DoD 5500.R para 2-201 and understand their contents.”

Notes: _____

_____ Signature _____ Date

DOIM Representative

_____ Signature _____ Date

Conference Call Policy

**STATE OF WYOMING
DEPARTMENT OF MILITARY AFFAIRS
Office of the Adjutant General
5500 BISHOP BLVD.
CHEYENNE, WYOMING
82009**

2 November, 2002

MEMORANDUM OF INSTRUCTION

SUBJECT: Policy Number ____-Wyoming Army National Guard Conference Call Policy (DRAFT)

1. **PURPOSE:** This instruction prescribes policy, assigns responsibilities, and provides procedures for the effective management and use of conference calls within the Wyoming Army National Guard. Attachments to this policy provide specific information and guidance regarding the issuance and use of official conference call information.

2. **APPLICABILITY:** This policy applies to all Wyoming Army National guard employees and soldiers that are provided conference call service funded through government funds. This includes technicians, AGR, civilian employees and traditional soldiers.

3. **REFERENCES:**

- e. AR 25-1, Army Information Management, 15 February 2000, Section 6.3
 - f. DoD 5500.7-R Joint Ethics Regulation, August 1993, Chapter 2 Standards of Ethical Conduct, Section 1. Para 2-301 Use of Federal Government Resources.
4. To insure that conference calls are used efficiently the WYARNG will comply with the following guidelines.
5. As different units and offices request conference calls, DOIM will issue them the conference call information to personnel that request conference calls for official business. Conference calls will be set up through MCI and the FTS 2001 rates.
6. Each office and or unit will have a specific number and pass code to conduct conference calls set up and assigned to them. A central POC will be established to contact DOIM for their numbers. Once this POC is established, they will sign for the conference call information and will assume responsibility for that information. This person will then become the POC for members of the unit or office for scheduling calls and the monitoring of security of the leader pass code. POC will contact Telecom Mgr. if they feel the leader pass code has been compromised. The telecom

manager will contact the phone company providing the conference call to make necessary changes in pass codes.

7. Telecommunication Manager (DOIM) will monitor billing and will look for signs of abuse or possible compromise of the leader pass code. If either is detected Telecom Mgr. will have leader pass code changed and will notify POC.
8. Attachment 3 of this memorandum will be signed (Telecommunications Policies and Restrictions Acknowledgement) documenting that the individual has read and understands the calling plan features and proper use of the conference calls. A Memorandum of Instruction (Attachment 2), is provided ensure users operate with in the guidance of this policy.
9. As the program manager for telecommunications, DOIM will manage all conference call accounts.
10. POC for questions is the DOIM office (307) 772-5000. Technical responsibility is assigned to the Telecommunications Manager (307) 772-5001.
11. Conference call usage will be limited to official communications. Any classified or sensitive traffic will be transmitted using a Secure Telephone Unit.

LTC Greg Porter
DOIM, WYARNG
Signature Block

Attachment 1 DoD 5500.7R (Joint Ethics Regulation)

Attachment 2 Memorandum of Instruction

Attachment 3 Acknowledgement of Telecommunications Policies and Restrictions

Attachment 1

DoD 5500.7-R JOINT ETHICS REGULATION (Aug 1993)

CHAPTER 2 STANDARDS OF ETHICAL CONDUCT (3/25/96)

SECTION 1. OFFICE OF GOVERNMENT ETHICS REGULATION

PARA 2-301. USE OF FEDERAL GOVERNMENT RESOURCES

a. Communication Systems. See GSA regulation 41 C.F.R. Subpart 201-21.6 (reference (h)) on use of Federal Government telephone systems. ***Federal Government communication systems and equipment (including Government owned telephones, facsimile machines, electronic mail, internet systems, and commercial systems when use is paid for by the Federal Government) shall be for official use and authorized purposes only.***

(1) Official use includes emergency communications and communications that the DoD Component determines are necessary in the interest of the Federal Government. Official use may include, when approved by theater commanders in the interest of morale and welfare, communications by military members and other DoD employees who are deployed for extended periods away from home on official DoD business.

(2) Authorized purposes include brief communications made by DoD employees while they are traveling on Government business to notify family members of official transportation or schedule changes. They also include personal communications from the DoD employee's usual work place that are most reasonably made while at the work place (such as checking in with spouse or minor children; scheduling doctor and auto or home repair appointments; brief internet searches; e-mailing directions to visiting relatives) when the Agency Designee permits categories of communications, determining that such communications:

(a) Do not adversely affect the performance of official duties by the DoD employee or the DoD employee's organization;

(b) Are of reasonable duration and frequency, and whenever possible, made during the DoD employee's personal time such as after duty hours or lunch periods;

(c) Serve a legitimate public interest (such as keeping DoD employees at their desks rather than requiring the use of commercial systems; educating the DoD employee on the use of the communications system; improving the morale of DoD employees stationed for extended periods away from home; enhancing the professional skills of the DoD employee; job-searching in response to Federal Government downsizing);

(d) Do not put Federal Government communications systems to uses that would reflect adversely on DoD or the DoD Component (such as uses involving pornography; chain letters; unofficial advertising, soliciting or selling except on authorized bulletin boards established for such use; violations of statute or regulation; inappropriately handled classified information; and other uses that are incompatible with public service); and,

(e) Do not overburden the communication system (such as may be the case with broadcasts and group mailings), create no significant additional cost to DoD or the DoD Component, and in the case of long distance communications, charges are

1 Charged to the DoD employee's home telephone number or other non-Federal Government number (third number call);

2 Made to a toll-free number;

4 Reversed to the called party if a non-Federal Government number (collect call);

4 Charged to a personal telephone credit card; or

5 Otherwise reimbursed to DoD or the DoD Component in accordance with established collection procedures;

(3) In accordance with applicable laws and regulations, use of Federal Government communications systems may be monitored. See DoD Directives 4640.1 (reference (i)) and 4640.6 (reference (j)). DoD employees shall use Federal Government communications systems with the understanding that such use serves as consent to monitoring of any type of use, including incidental and personal uses, whether authorized or unauthorized. In addition, use of such systems is not anonymous. For example, for each use of the Internet over Federal Government systems, the name and computer address of the DoD employee user is recorded by the Government and also by the locations searched.

(4) Most Federal Government communications systems are not secure. DoD employees shall not transmit classified information over any communication system unless it is transmitted using approved security procedures and practices (e.g., encryption, secure networks, secure workstations). In addition, DoD employees shall not release access information, such as passwords, to anyone unless specifically authorized to do so by the Agency Designee. See DoD Directives 5200.28 (reference (k)) and C-5200.5 (reference (l)). DoD employees should exercise extreme care when transmitting any sensitive information, or other valued data. Information transmitted over an open network (such as through unsecure e-mail, the Internet, or telephone) may be accessible to anyone else on the network. Information transmitted through the Internet or by e-mail, for example, is accessible to anyone in the chain of delivery. Internet information and e-mail messages may be re-sent to others by anyone in the chain.

b. Other Federal Government Resources. Other than the use of Federal Government communications systems authorized in accordance with subsection 2-301.a. of this Regulation, above; the use of Federal Government resources as logistical support to non-Federal entity events in accordance with subsection 3-211 of this Regulation, below; and the use of Federal Government time authorized in accordance with subsection 3-300 of this Regulation, below; ***Federal Government resources, including personnel, equipment, and property, shall be used by DoD employees for official purposes only, except as follows:***

(1) Agency Designees may permit their DoD employees to make limited personal use of Federal Government resources other than personnel, such as typewriters, calculators, libraries, and other similar resources and facilities, if the Agency Designee determines the following:

(c) The use does not adversely affect the performance of official duties by the DoD employee or the DoD employee's organization;

(d) The use is of reasonable duration and frequency, and made only during the DoD employee's personal time such after duty hours or lunch periods;

(c) The use serves a legitimate public interest (such as supporting local charities or volunteer services to the community; enhancing the professional skills of the DoD employee; job-searching in response to Federal Government downsizing);

(d) The use does not put Federal Government resources to uses that would reflect adversely on DoD or the DoD Component (such as involving commercial activities; unofficial advertising, soliciting or selling; violation of statute or regulation; and other uses that are incompatible with public service); and

(f) The use creates no significant additional cost to DoD or the DoD Component.

(3) The use of personnel for non-Federal purposes is regulated by subsections 3-211 and 3-305 of this Regulation.

Attachment 2

MEMORANDUM FOR All ARNG Personnel

SUBJECT: Conference Call Memorandum of Instruction

1. The purpose of this memorandum is to provide direction, establish guidelines, determine responsibilities, define requirements and provide additional specific information for the requesting, use and accountability of conference calls. Wyoming Army National Guard Conference Call Service Policy Number ____ is the governing authority for Official Conference Call Telephone usage.
2. Conference calls will be provided to each unit and official office of the Wyoming Army National Guard for the purpose to conduct official business. These calls are called Instant Meetings and are set up through MCI Worldcom under the FTS 2001 pricing. These calls will be set up for no more than 20 callers. Any call requiring more than 20 will be set up on an individual basis.
3. The Chief of Staff WY ARNG shall be the approval and validation authority for the determination of a bona-fide cellular phone need and the selected service plan. A state-wide service provider/providers shall be selected by the Director of Information Management (DOIM).
4. Conference calls are provided for official government use. Calls will be provided to the unit's/office's official government requirement and not to accommodate personal use. The individual hand-receipt holder for the conference call information will assume responsibility for this information.
5. Accountability of the distribution of the individual conference call information will be maintained by the telecommunications Manager.
6. Billing of all conference calls will be processed by the DOIM. The bill will be forwarded to the appropriate Senior Officer for certification of charges. Conference call records are subject to audit review at any time.
7. As the program manager for telecommunications, DOIM will manage all conference call accounts. Bills will be monitored and service may be terminated depending on funding availability. Funding of these accounts is a function of the Program Budget Advisory Council (PBAC).
8. DOIM will provide usage reports to the Chief of Staff, with recommendation on contract adjustments and terminations.
12. Conference call will be limited to official communications. Any classified or sensitive traffic will be transmitted using a Secure Telephone Unit.

13. Individuals determined to be the responsible POC for the designated unit's/office's will acknowledge, in writing, their responsibilities as defined by Wyoming Army National Guard Conference Call Service Policy utilizing the Telecommunications Policies and Restrictions Acknowledgement form.
14. Conference calls should not be used to conduct normal business, and when used calling duration should be kept at a minimum. Certain phones provided by the Wyoming Army National Guard are capable of conferencing up to 5 callers. This should be considered when deciding to initiate a conference call.
15. Telecommunication Manager (DOIM) will determine source for conference calls and standardization of plans. Telecom Manager will do regular checks of changes with services features and plans to ensure use remains as efficient as possible.
16. POC for questions is the DOIM office (307) 772-5000. Technical responsibility is assigned to the Telecommunications Manager (307) 772-5001.

Attachment 3**Acknowledgment of Telecommunications Service Duties and Restrictions**

“I, _____ (name), acknowledge receipt of (phone, calling card, cellular phone, pager, or other telecommunications device (i.e., _____) on _____ (date). I acknowledge my responsibility for safeguarding all telecommunication resources, equipment, and devices from loss, fraudulent use or unofficial use. I also acknowledge my understanding that any failure on my part to take reasonable steps to accomplish the above duties may result in disciplinary action and personal financial/pecuniary liability stemming from unauthorized use of telecommunications services or loss of issued equipment.

I also acknowledge that the use of any issued phone, calling card, cellular phone, pager, or other telecommunication device must be limited to authorized government business only IAW DoD 5500.7R para 2-301. I agree to return the telecommunication resource/device to the JP1 TCO when I am transferred, separated from service or no longer require the device to perform my official duties.

I have read the Telecommunications Service/Equipment Policy and DoD 5500.R para 2-201 and understand their contents.”

Notes: _____

_____ Signature _____ Date

DOIM Representative

_____ Signature _____ Date

Facsimile Policy

**STATE OF WYOMING
DEPARTMENT OF MILITARY AFFAIRS
Office of the Adjutant General
5500 BISHOP BLVD.
CHEYENNE, WYOMING
82009**

2 November, 2002

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Policy Number ____-Wyoming Army National Guard Facsimile Policy
(DRAFT)

1. **PURPOSE:** This instruction prescribes policy, assigns responsibilities, and provides procedures for the effective management and use of facsimile capabilities within the Wyoming Army National Guard. Attachments to this policy provide specific information and guidance regarding the issuance and use of official conference call information.

2. **APPLICABILITY:** This policy applies to all Wyoming Army National guard employees and soldiers that are provided facsimile service funded through government funds. This includes technicians, AGR, civilian employees and traditional soldiers.

3. **REFERENCES:**

- g. AR 25-1, Army Information Management, 15 February 2000, Section 6.3
- h. DoD 5500.7-R Joint Ethics Regulation, August 1993, Chapter 2 Standards of Ethical Conduct, Section 1. Para 2-301 Use of Federal Government Resources.

4. To ensure that facsimile's are used efficiently the WYARNG will comply with the following guidelines.

5. There are two different IT services associated with providing fax service. The first service is the actual fax machine, the other is the telephone line. DOIM will be the authorizing authority for both.

6. As a standard DOIM will not support individual fax machines and fax lines per individual office/unit. As different units and offices request fax services, DOIM will require the requestor to fill out and submit an "IT Purchase Request". The DOIM will coordinate through the telecom branch for the availability of the telephone line. If it is determined the line can be provided and there is a verified need for fax service, the DOIM will then pass the IT Purchase Request along to the automation branch for the actual purchase and install of the fax machine.

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7. POC for questions is the DOIM office (307) 772-5000. Technical responsibility is assigned to the Telecommunications Manager (307) 772-5001.

8. Calling card usage will be limited to official communications. Any classified or sensitive traffic will be transmitted using a Secure Telephone Unit.

LTC Greg Porter
DOIM WYARNG

1 Requesting Unit: _____

2. Date(s) of Service: _____

3. Types of Service (IAW AR 25-1, par. 6-3 sec c):

Class A

Provided through military PBX system

Class A1 – On post, direct dial access to international, DSN, FTS routine, local off post.

Class A2 – On post, direct dial access to DSN, FTS routine, local off post.

Class A3 – On post, direct dial to DSN and local off post.

Class A4 – On post, direct dial to local off post.

Class B

Telephone company provided, subscriber pays.

Class B1 – Schools, PX, clubs, transient units.

Class B2 – Quarters (NA)

Class C (NA)

No off post direct dial, must dial operator; can receive calls.

Class D

Special use / Restricted use

Class D1 – Fire alarms

Class D2 – Security alarms

Class D3 – Special circuits

4. IAW AR 25-1 (para. 6-3, sec e) flat rate billing is authorized when based on averages from telephone company bills. Charges will include install fee per line and an average weekly charge per line for maintenance and also determined by class of service. The following rates apply:

- a. \$25 install per line
- b. Class A1 = \$240.00 per month or \$60.00 per week per line
- c. Class A2 = \$200.00 per month or \$50.00 per week per line
- d. Class A3 = \$80.00 per month or \$20.00 per week per line
- e. Class A4 = \$40.00 per month or \$10.00 per week per line
- f. Class B1 = IAW Telephone company charges

Class of Service	Number of Lines	Cost	Location
Install Fee			
A1			
A2			
A3			
A4			
B1			
D1			
D2			
D3			

Camp Guernsey Utilization Commo Packet

CAMP GUERNSEY ADDITIONAL TELECOMMUNICATIONS REQUEST

6. Local telephone service is provided by Sprint. Orders should be submitted through Sprint at 1-800-788-3500.

Assistance in coordination can be provided on a limited basis from post communications personnel.

6. Cellular Service: The Wyoming Army National Guard does **not** provide cellular telephone service. The following are recommendations:
- a. Bring your current telephone utilizing your existing service provider, ensuring that Guernsey, WY is included in the calling plan; (i.e. Nationwide calling plan).
 - b. Set up service with your local cellular vendor prior to training; Wyoming cellular vendors **do not** offer temporary plans.

7. Requester: (*Signature*) _____

(*Printed Name*) _____

(*Telephone Number*) _____

8. Date of Request: _____

9. Date Forwarded to Job Order (to be filled out by Logistics) : _____

10. Charges from this Service Support will be placed on your unit's MIPR.

Helpful Links

Wyoming National Guard

<http://wyoguard.state.wy.us/>

Warren Air Force Base

<http://www.warren.af.mil/>

AKO

<http://www.us.army.mil>

DSN Phone Directory

<http://dsnbbs.ncr.disa.mil/telephone.htm>

Road Conditions Colorado Department of Transportation

<http://www.dot.state.co.us/>

Idaho Department of Transportation

<http://www2.state.id.us/itd/>

Montana Department of Transportation

<http://www.mdt.state.mt.us/>

Nebraska Department of Roads

<http://www.dor.state.ne.us/>

Utah Department of Transportation

<http://www.dot.state.ut.us/>

South Dakota Department of Transportation

<http://www.sddot.com/>

Wyoming Department of Transportation

<http://wydotweb.state.wy.us/>

Telecommunications QwestDex.com Your Online Directory Expert!

<http://www.qwestdex.com/cgi/search.fcgi?from=qwest&ft=1>

NANPA North American Numbering Plan Administration – NeuStar, Inc.

<http://www.nanpa.com/>

Version Wireless

<http://www.verizon.com/>

Bomb Threat Checklist

1. What were the caller's exact words?

2. Ask the following questions!

a. Where is the bomb?

b. When will it explode?

c. What does it look like?

d. What is the explosive?

e. Why was it placed?

NOTE: Obtain as much detail as possible about the bomb and it's location. Bombers often wish to avoid injury or death.
REQUEST MORE DATA BY A DESIRE TO SAVE LIVES!

3. Origin of call if known: Local _____ Long Distance _____
 Phone Booth _____ Internal _____

4. Identity of caller:

VOICE

____ Male ____ Female
____ Adult ____ Child
____ Loud ____ Soft
____ High Pitch ____ Deep
____ Raspy ____ Pleasant
____ Intoxicated

SPEECH

____ Fast ____ Slow
____ Distinct ____ Distorted
____ Stutter ____ Nasal

ACCENT

____ Local ____ Foreign
____ Racial ____ Regional

LANGUAGE

____ Good ____ Music
____ Foul ____ Quiet
____ Poor ____ Voices
 ____ Trains

BACKGROUND NOISE

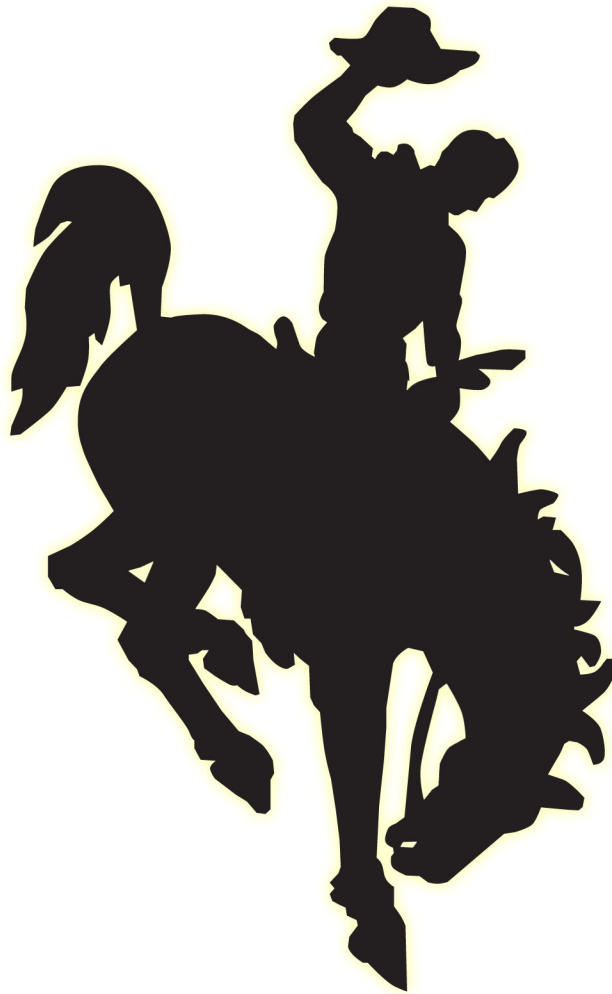
____ Office Machines
____ Factory
____ Street Traffic
____ Animals

MANNER

____ Calm ____ Angry
____ Rational ____ Irrational
____ Coherent ____ Incoherent
____ Deliberate ____ Emotional
____ Righteous ____ Nervous Laugh

5. Date of call: _____ Time: _____ am/pm

6. Name of person receiving call: _____



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